PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bidding Conference

"Procurement of Centralized Print, Copy, and Scan Services Solution for the Philippine Competition Commission for C.Y. 2024"

Date: 29 November 2023; 1:30 PM
PCC Board Room, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1.	Chairperson	Atty. Joseph Melvin B. Basas
2.	Vice Chairperson	Dir. Jeson Q. de la Torre
3.	Regular Member	Allan Roy D. Mordeno
4.	Regular Member	Atty. Michelle Diana P. Maniwang-Basa
5.	Regular Member	Atty. Marco Carlo S. Sana
6.	Provisional Member	Rommel R. Oira

PBAC Secretariat

1.	Asst. Head	Ma. Celeste S. Dizon
2.	Member	Mark Jayson R. Fajutnao
3.	Member	Isabelo Miguel V. Abano
4.	Member	Jonalyn F. Funa
5.	Member	Zico Simeone D. Morales
6.	Member	Ralph Riel N. Garica
7.	Member	Meonel B. Nunez
8.	Member	Chrislyn Joy P. Sioson
9.	Member	Marlon H. Javier
10.	Member	Alleah Jeane R. Rebanal

End-user

1.	End-user Representative (GSD)	Bill A. Geslani

Bidders

1.	Otus Copy Systems, Inc	Ms. Emelye V. Castro Ms. Claire B. Joseph
2.	Ubix Corporation	Mr. Carlos Ramirez
3.	Mclink Philippines	Ms. Jenilyn Quilong-quilong

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I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM for the **Procurement of Centralized Print, Copy, and Scan Services Solution for the Philippine Competition Commission for C.Y. 2024.**

Discussion	Recommendations/ Agreements
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC Secretariat presented and discussed the Technical and Financial Forms, while the Terms of Reference was presented and discussed by the Head of the Technical Working Group.	
B. Project Requirements & Technical Specifications / Terms of Reference • All Prospective bidders confirmed that they were able to review the Technical Specifications and the project requirements as advertised. **C. Approved Budget for the Contract (ABC)** • The ABC for this project is PhP840,000.00. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 12 December 2023,12:00 NN • Opening of Bids: 12 December 2023, 1:30 PM	

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Discussion	Recommendation/ Agreements
E. Question and Answer ***Technical Specifications:*** Mr. Ramirez, Ubix Corporation representative, asked for clarification if it is possible to have additional software in order to monitor/ access the usage and consumption on the job history. Mr. Geslani, End-user Representative, answered that the machine to be procured should have a built-in feature that can access the usage and consumption on the job history. Mr. Ramirez, Ubix Corporation. representative, asked clarification if it is possible to reduce the requirement from "one (1) by-pass tray with minimum **150 sheets** paper supply" to "one (1) by-pass tray with minimum **100 sheets** paper supply" as indicated in Item II.C.10 of the Detailed Technical Specifications. Mr. Geslani, End-user Representative, answered that they will issue a Supplemental Bid Bulletin for the changes of quantity of sheets paper supply. The PBAC Chairperson reiterated that they still have the opportunity to submit the clarifications through a formal written request 3 days after pre-bidding conference.	• The PBAC reiterated to the bidders that the bid submission will proceed on 12 December 2023 as scheduled. • Supplemental Bid Bulletin to be prepared and issued.

II. Adjournment

There being no other matters to discuss, the pre-bid conference was adjourned at 2:18 PM.

Prepared by:

[SIGNATURE REDACTED]

RALPH RIEL N. GARCIA
PBAC Secretariat Member

Approved by:

[SIGNATURE REDACTED]

ATTY. JOSEPH MELVIN B. BASAS [SI
PBAC Chairperson

Signature: [SIGNATURE

Email: rroira@phcc.gov.ph